



Development Handbook



City of Missouri City Development Services Department | 1522 Texas Parkway | Missouri City, TX 77489 | (281) 403-8600 | Website: www.missouricitytx.gov

DEPARTMENTAL MISSION STATEMENT

To provide excellent customer service utilizing a respectful, responsive and predictable decision-making process through the efficient use of resources.

Missouri City Development Services Department (MCDS)

Customer Service Code of Conduct

MCDS Staff seeks to advise, guide, and assist our customers to build safe, well, and fast; and continually improve customer service by being helpful, responsive, and courteous.



Be Helpful - "Go the Extra Mile"

We will use our Code knowledge to not only to "call out" deficiencies, but also advise customers how to solve or correct deficiencies and help foresee bumps in the road.



Be Responsive - "Maintain a Sense of Urgency"

We will promptly return calls and emails, schedule meetings, and make decisions on customers' requests. All calls or email contacts shall be responded within 48 hours maximum.



Be Courteous and Respectful

We will be courteous, empathetic, and treat customers the way we like to be treated, with respect and integrity.

VISION

To effectively and efficiently guide development and redevelopment activities to further enhance a community character to encourage strong neighborhoods and commercial vitality; creating a great place to live with quality development through buildout.

November, 2017

FOREWORD FROM DEVELOPMENT SERVICES

The City of Missouri City Development Services Department is proud to present the Development Handbook: A Guide to Building and Development in the City of Missouri City.

The Development Services Department is charged with managing growth and promoting desired orderly development and redevelopment activities to ensure the safety of all citizens through the protection of life and property. Successful implementation of these activities retains property values, encourages commercial development and ensures the public health, welfare & safety of our citizens. Requiring development to conform to the regulatory standards provides quality development that establishes a sense of place that is essentially Missouri City.

The Director of Development Services, appointed by the City Manager and confirmed by City Council, is responsible for the oversight and direction of the three divisions: the Planning and Development Division; the Permits and Inspections Division; and the Community Development Block Grant program. To assist the Director of Development Services with the day to day operations, the Planning and Development Division reports to the Director of Development Services. The Permits and Inspection Division is supervised by the Chief Building Official.

The Development Services Department provides outreach to the community through attendance at Homeowner Association meetings; meetings with developers, engineers, and architects to explain regulations and discuss proposed development and construction; and participation in the Junior Achievement program and other educational programs in the community. This community outreach has been further enhanced in the 2017 Comprehensive Plan update. The Development Services Department is responsible for coordinating and overseeing all development activity within the City by developing and maintaining the City's Comprehensive Plan and administering land use regulations (zoning and subdivision). This is accomplished through the plan review, permitting, and inspection of all residential and nonresidential construction that occurs within the City in conjunction with the enforcement of health, nuisance, and property maintenance, and technical codes.

Each section is broken down into a summary, flowchart, and checklist, followed by frequently asked questions to better communicate the processes involved with development within the city. We have ordered the sections of this guide to match that of a development project, moving from zoning approval to the issuance of the Certificate of Occupancy (C.O.). A list of meeting submittal deadlines and meeting times is provided, along with submittal requirements for the various processes involved. In addition, a supplement to this guide containing most of our applications and certifications are available.

Although the City Staff made every effort to simplify and condense portions of the various Ordinances, which govern development in the City of Missouri City for the benefit of developers and land owners, applicants are advised that the Ordinances should be consulted for details and clarifications. The Ordinances shall have precedent over this document if any discrepancies or conflicts arise between this document and the Ordinances.

The Developer's Guide will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Planning Division.

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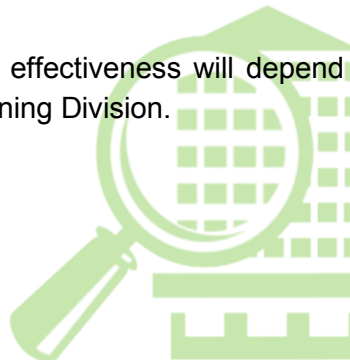
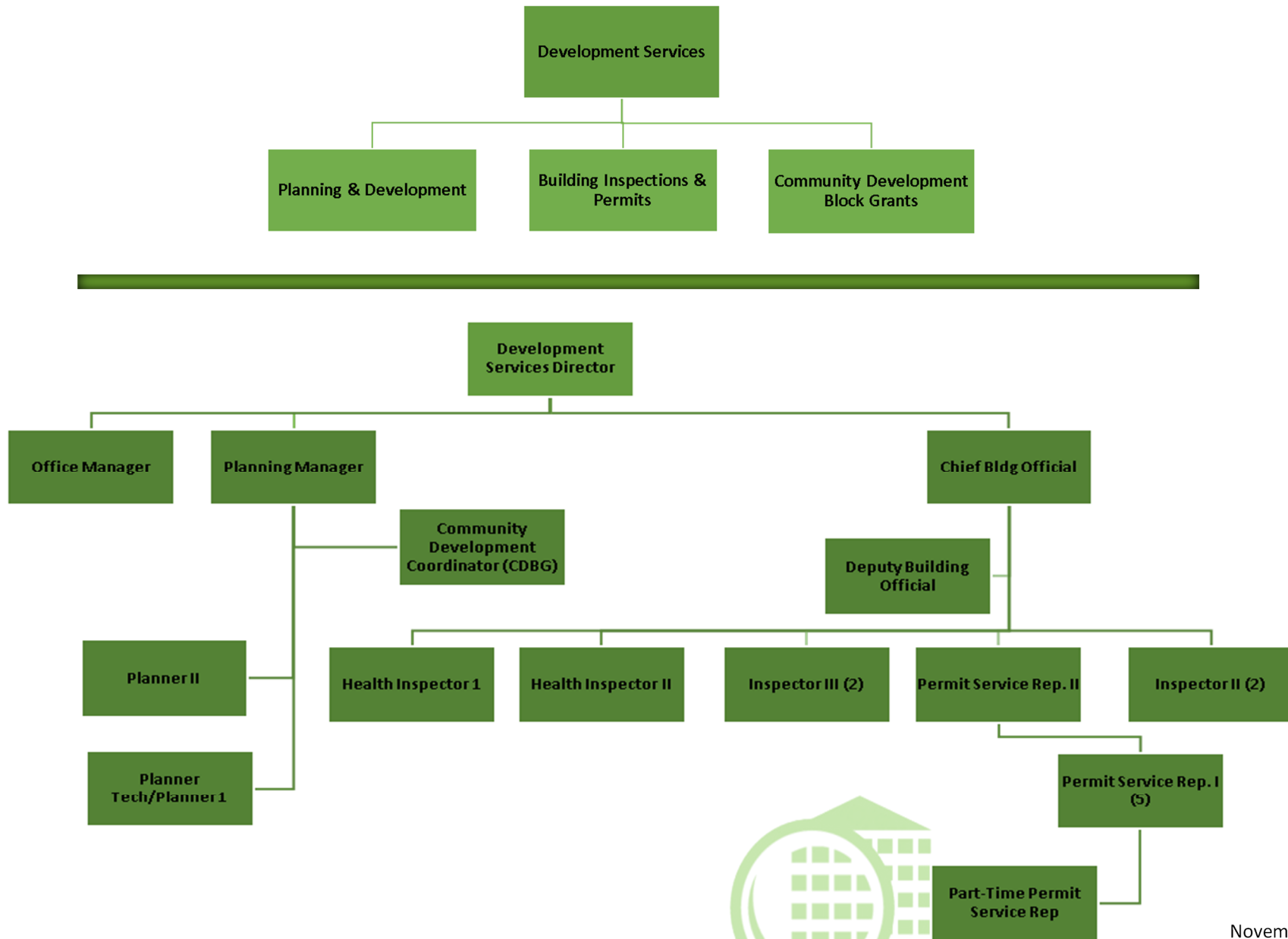


Chart 1: Development Services Organizational Charts



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FACT SHEET

Planning and Zoning in Missouri City

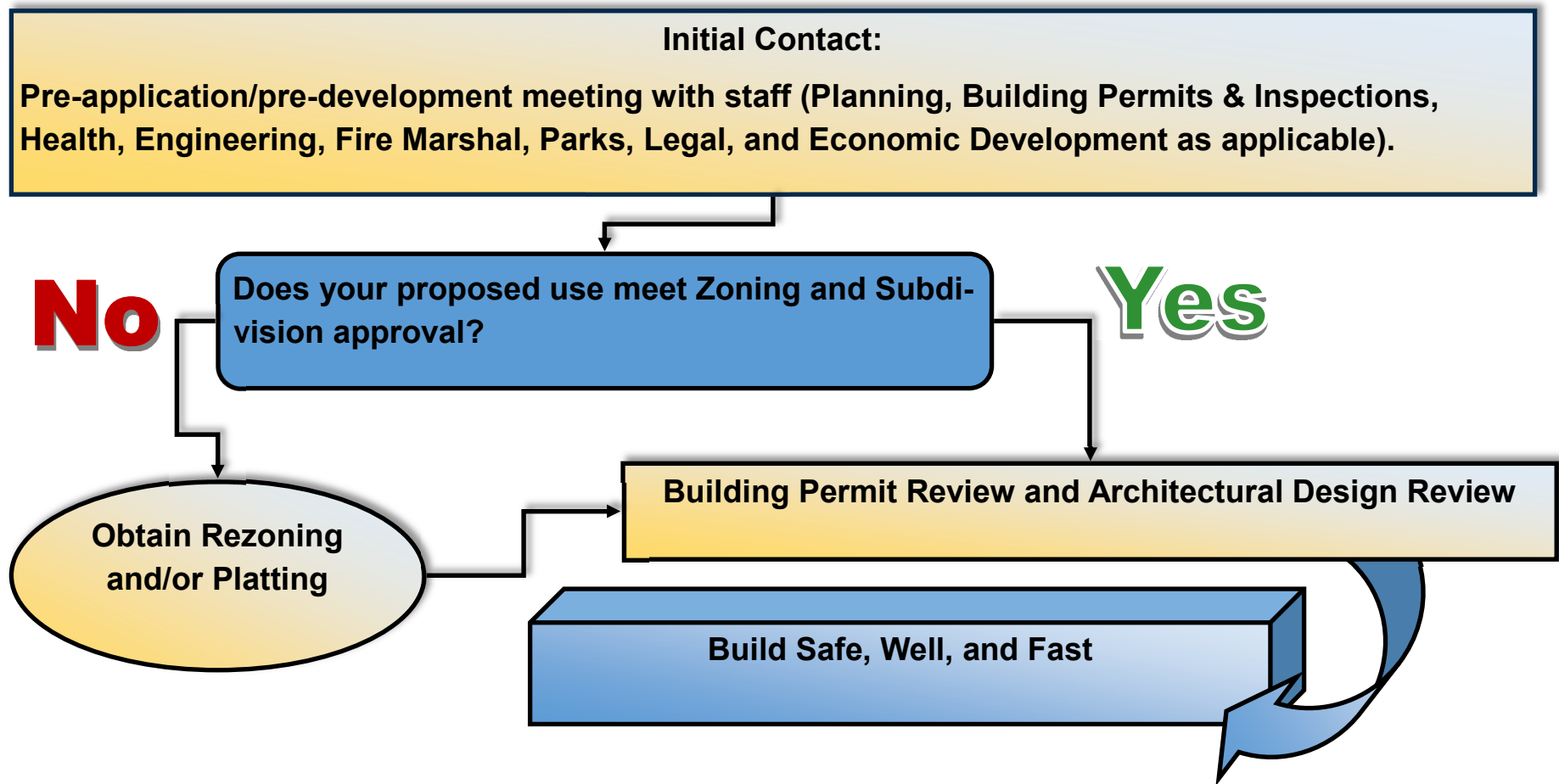
Planning and Zoning Commission

- ◆ Planning and Zoning Commission established in the 1950's to consist of 3 members who were taxpayers & qualified voters;
- ◆ Today, the P&Z Commission consists of 9 members, all required to be citizens who own taxable property within the City;
- ◆ Each Commissioner serves a two-year term; five members are reappointed in odd numbered years; four are reappointed in even numbered years;
- ◆ The P&Z Commission serves as an advisory board to the City Council on all matters relating to the development and advancement of the City's physical layout and appearance including:
 - ◆ Making and amending a comprehensive plan for the physical development of the City;
 - ◆ Exercising control over platting of subdivided land within the City and its Extra-Territorial Jurisdiction (ETJ) – an area five miles out from the City's limits.
 - ◆ Submitting annually to the City Manager a list of recommended capital improvements.
- ◆ The City Manager, City Attorney and the City Engineer serve as ex-officio members of the Commission;
- ◆ The Development Services Director (Director of Planning) serves as the regular technical advisor to the Commission.
- ◆ The P&Z meets on the second Wednesday of every month at 7:00 pm in the City Council Chambers. The meeting agenda and video are available on the City's website at www.missouricitytx.gov. The meetings also play on the City's television station MCTV on Comcast and ATT U-Verse. Please check the website for days and times of showings.



November, 2017

Fig. 1.1: Initial Contact Flowchart



Comprehensive Plan

A Comprehensive Plan is:

- ◆ A guide to the City's future;
- ◆ A vision for what the City could look like in the future;
- ◆ A strategy to achieve the vision.
- ◆ The City's current Comprehensive Plan was adopted by the City Council in September 2009; the Plan was recently updated and adopted June 2017.

Tools used to implement the Comprehensive Plan include:

- ◆ Zoning Ordinance and Zoning Map;
- ◆ Subdivision Ordinance;
- ◆ Land Use Plan and Future Land Use Map

Additional Information:

- ◆ The City has implemented and enforced architectural design standards for all nonresidential, multi-family developments since the late 1990s. Such standards include the use of certain percentages of primary materials (clay-face brick and stone) on new construction as well as the screening of mechanical equipment.
- ◆ The City has implemented and enforces landscaping and sign standards.
- ◆ The City was recognized as a certified Scenic City by Scenic Texas for the high quality development standards implemented and adopted through the years.



Table 1: P&Z Submittal Deadlines

Submittal Deadline	Packet Review Meeting Date	P&Z Meeting Date
December 16, 2016	December 19, 2016	January 11, 2017
January 20, 2017	January 23, 2017	February 8, 2017
February 17, 2017	February 20, 2017	March 8, 2017
March 24, 2017	March 20, 2017	April 12, 2017
April 21, 2017	April 24, 2017	May 10, 2017
May 19, 2017	May 22, 2017	June 14, 2017
June 23, 2017	June 26, 2017	July 12, 2017
July 21, 2017	July 24, 2017	August 9, 2017
August 25, 2017	August 28, 2017	September 13, 2017
September 22, 2017	September 25, 2017	October 11, 2017
October 20, 2017	October 23, 2017	November 8, 2017
November 17, 2017	November 20, 2017	December 13, 2017
December 15, 2017	December 18, 2017	January 10, 2018



DEVELOPMENT PROCESS: BUILDING INSPECTIONS, ENVIRONMENTAL HEALTH, ENGINEERING, FIRE INSPECTIONS, AND PLANNING DIVISION

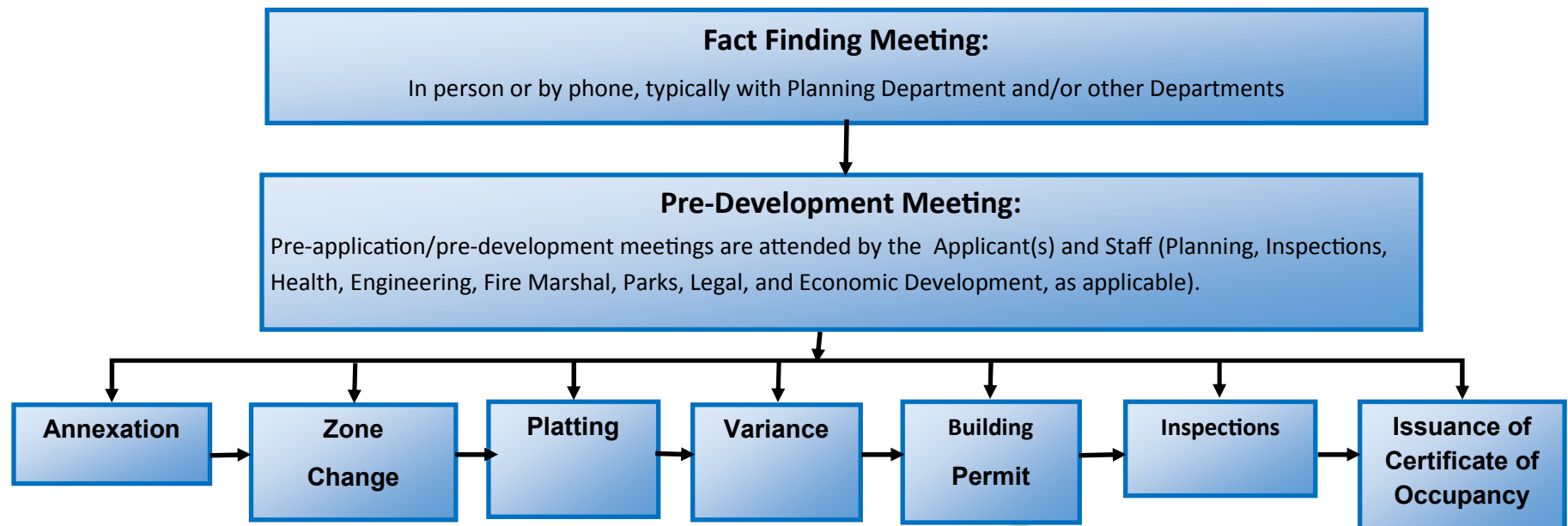
a. Introduction

The development process is governed by the requirements of state statutes, adopted codes and ordinances, city procedures, and best practices. The following flow chart explains the overall development process in the City of Missouri City. Each of these processes is described in detail in the following sections.

b. Flow Chart

A fact-finding meeting is typically the first point of contact between the customer and the city. During this meeting, the staff member meeting with the customer will advise as to whether a Pre-Development meeting is necessary or not, depending on the information provided at this meeting, or the scope of the project.

Fig. 1.2: Overall Process Flow Chart



****Please Note:** All steps above may not be required. For example if the property is already zoned and platted, the process may begin with the building permit application.

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Development Review Handbook

PRE-DEVELOPMENT MEETINGS

Introduction

The purpose of Pre-Development meetings is to create a one-stop shop, a means of meeting with all departments involved in the development process at the same meeting. These meetings are scheduled to introduce the developers to local development regulations and the officials responsible for most aspects of development. These meetings provide an opportunity for the developer to discuss their proposal with City officials. These meetings are strongly encouraged for each new development as each official directly responsible for the review of the project is in attendance.

Proposed Project Assistance

Pre-application conferences are highly encouraged for all projects before any development applications are submitted to the city. These meetings are open to anyone potentially involved with a proposed project such as the owner, architect or engineer, and/or contractor.

City staff will attend the meeting to help determine what parts of the development process apply to the applicant and in what order they need to take place. Attendees from the city may include an city planner, city engineer, building official, fire marshal, or other staff involved with the permitting and inspection process.

Application

Please complete and submit the Pre-application Conference Request Application prior to the meeting. The information on the form will allow city staff to be better prepared to address your specific situation at the meeting.

Schedule a Meeting

To schedule a meeting, please contact Nancy Desobry by calling 281.403.8541. As meeting times often fill early, please allow at least two business days in advance to schedule a meeting.

Available meeting times and days are:

Thursday mornings

9:00 am or 10:00 am

Tuesdays and Thursday afternoons

2:00 pm and 3:00 pm

A Pre-Development Meeting can be scheduled completing the online meeting request form found here: <http://www.missouricitytx.gov/DocumentCenter/Home/View/398>,

Pre-application/pre-development meetings are attended by the Applicant(s) and Staff (Planning, Inspections, Health, Engineering, Fire Marshal, Parks, Legal, and Economic Development, as applicable).



PLANNING DIVISION

Primary Responsibilities of the Planning Division: *Establish, update and maintain elements of the City's Comprehensive Plan, and administer the City's Zoning & Subdivision Ordinances.*

Processes coordinated and facilitated by Planners

1. Nonresidential Developments:

Initial contact: The applicant is directed to a Planner to obtain initial information concerning the proposed development, answering questions and providing information related to the tract, i.e. zoning district, whether or not platted, whether or not within the City. At the conclusion of the meeting/telephone conference, the Planner will forward to the applicant the Pre-development meeting form and provide instructions for completion and submittal of the form.

Pre-application/pre-development meeting: Planners work with applicant and coordinate with the Office Manager to receive applicable information and SET UP A MEETING (See "Meetings") with development review staff (Planning, Permitting, Health, Engineering, Fire Marshal, Parks, Legal, and Economic Development as applicable). The purpose of the meeting is to determine required steps in the development process.

Rezoning and Platting: Planners coordinate with the Office Manager to receive and process application and application fee. Planner review application for completeness within 72 hours of receipt. Planners compile all comments from reviewers into one report. Planners send comments back to applicant. Planners present project at Planning & Zoning Commission meeting.

Architectural Design Review: Planners receive and processes application and application fee. Planners review application within 5 business days of receipt. Planners send comments back to applicant.

MEETINGS:

SET UP A MEETING: Initially, a customer will call or walk in either requesting information on a particular tract of land or requesting that they speak with the City regarding their plans to develop or redevelop a site. When speaking with the customer, it is best to gather as much information about their plans as possible to determine whether or not the tract of land may need to be rezoned, and so the Project Planner can be better prepared for the second encounter. Upon receipt of a meeting request form, the Office Manager will set up a pre-application/development meeting with the customer. Project Planner should verify with the applicant the scheduled meeting day and time.

HOLDING A MEETING: Project Planner will facilitate the meeting. Meeting should begin with introduction of City staff present and their roles in the process, followed by introduction of the applicant and their representatives and their roles in the process. The applicant should display a conceptual site plan and/or plat of their project. A **meeting agenda and checklist** should be used to ensure applicable information is discussed and provided. The Project Planner is responsible for providing the available documents to staff invited to the meeting; for maintaining a record of the meeting; preservation of information received at the meeting; and for delivery of information to be exchanged after the meeting. Information should be forwarded to the applicant within one working day after the conclusion of the meeting, if possible.

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Building Permit Review and Inspections – When notified by a Permit Service Representation of a submittal: Planners review application for corrections of Architectural Design Review deficiencies, if any. Planners review application for compliance with all other aspects of the Zoning Ordinance and Subdivision Ordinance. Upon the issuance of a construction permit, Planners conduct periodic site inspections including mock wall (verify color and materials prior to installation); landscaping (as requested – verify prior to order); final (building & site parking, landscaping, screening)

2. Residential Developments

Initial contact: The applicant is directed to a Planner to obtain initial information concerning the proposed development, answering questions and providing information related to the tract, i.e. zoning district, whether or not platted, whether or not within the City. At the conclusion of the meeting/telephone conference, the Planner will forward to the applicant the Pre-development meeting form and provide instructions for completion and submittal of the form.

Pre-application/pre-development meeting: Planners work with applicant and coordinate with the Office Manager to receive applicable information and SET UP A MEETING with development review staff (Planning, Permitting, Health, Engineering, Fire Marshal, Parks, Legal, and Economic Development as applicable). The purpose of the meeting is to determine required steps in the development process.

Rezoning and Platting: Planners coordinate with the Office Manager to receive and process application and application fee. Planner review application for completeness within 72 hours of receipt. Planners compile all comments from reviewers into one report. Planners send comments back to applicant. Planners present project at Planning & Zoning Commission meeting.

Residential Housing Review: Planners coordinate with building inspectors and Permitting Division and assists with questions or clarifications of zoning and/or recorded plat requirements for construction on a subdivision or lot.



Rezoning Application Process

- ⇒ Before the beginning of each calendar year, the Senior Planner will provide for the preparation of a calendar reflecting the scheduling of Planning & Zoning Commission meetings and the dates for submission of applications for each such meeting. The calendar will be posted on the City's website and made available for all applicants.
- ⇒ Applications for rezoning are to be received during the published submission week until 10 a.m. on the Friday of each submission week for the applicable Planning & Zoning Commission meeting.
- ⇒ Office Manager receives application submittals, receives applicable fee payments, and sets up departmental file for application. Planners assist Office Manager in setting up application in permitting software and adjusting fees for the project. The fees are delivered to a Permit Service Representative for deposit and issuance of a receipt. Office Manager maintains this file until item is considered by the Planning and Zoning Commission.
- ⇒ Office Manager prepares a calendar for the review of the applications, a list of the applications, and forwards a copy to the representatives of Planning, Public Works, Engineering and Legal. Office Manager schedules a meeting to review and discuss the applications on the Monday following the Friday of submission week, sending invitations to the representatives of Planning, Public Works, Engineering and Legal. At the conclusion of the review meeting, the Project Planner notifies the applicant of the decision of the review meeting relative to the application.
- ⇒ Planners create electronic file for application. Electronic files are also saved on the W drive at: W:\Public\P&Z. Planners creates new folder.

Applications are assigned to project planners by the Senior Planner.

- ⇒ Project Planner checks application submittal for completeness.
- ⇒ Project Planner prepares and mails 200-foot public notices with assistance from Office Manager. (This process utilizes ArcMap and County Appraisal District data for property ownership information.) Such notices are mailed before the 10th day before the date of the public hearing on the application before the Planning & Zoning Commission.
- ⇒ Project Planner reviews application in accordance with Comprehensive Plan, the City's Strategic Plan, the Zoning and Subdivision Ordinances, the thoroughfare plan, other relevant ordinances, the Administrative Platting Manual and adjacent zoning districts and adjacent uses. Project planner collects comments from the Engineering Division and Fire Marshal for inclusion in draft of the staff memo.
- ⇒ Project Planner provides additional background information, including obtaining site pictures and an ortho map to Office Manager for preparation for the packet that will be distributed to the Planning and Zoning Commission.
- ⇒ Senior Planner reviews the draft staff memo with the project planner.

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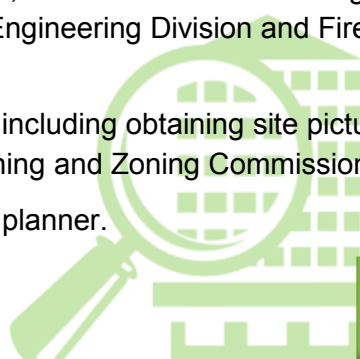
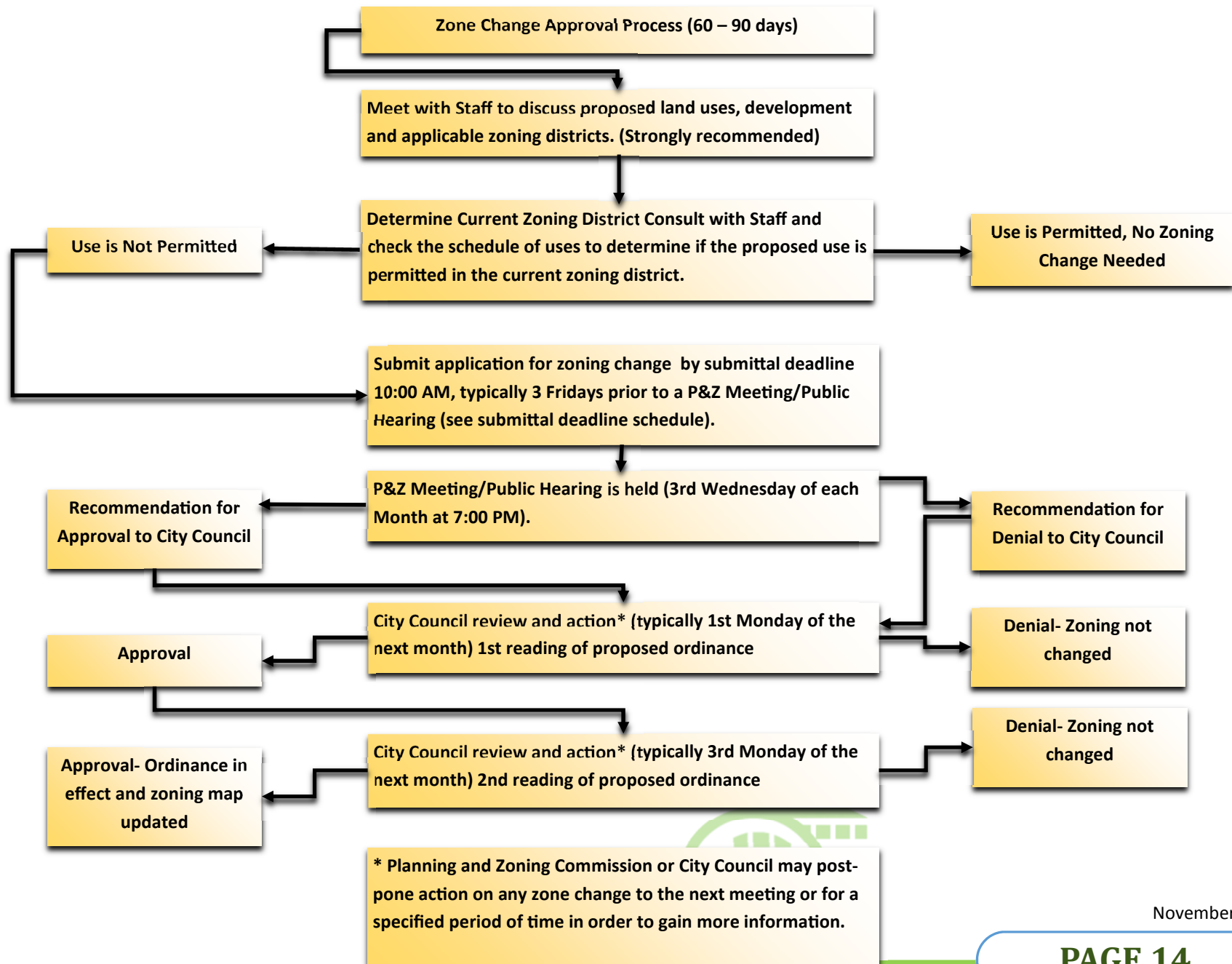


Fig. 1.3: Zoning Map Amendment Flow Chart



Rezoning Process, Cont.

- ⇒ Project Planner edits the draft staff memo prior to submittal to the Director.
- ⇒ Director reviews the draft staff memo and provides any additional edits.

Project Planner distributes the preliminary staff report to the City Manager, Assistant City Manager, Economic Development Director and Legal by 5 p.m. on the Wednesday prior to packet delivery.

- ⇒ Project Planner provides preliminary recommendations to the Legal Department for drafting of the ordinance.
- ⇒ Legal Department prepares a draft ordinance for the application for review by the Project Planner.

After receipt of comments, Project Planner finalizes the staff memo for the Director's signature.

- ⇒ Office Manager prepares the agenda for the Planning & Zoning Commission meeting and timely posts the same. The staff memo is added to rest of packet materials for distribution in the packet. Project Planner sends scanned version of signed report and copy of meeting agenda to applicant.
- ⇒ Office Manager assembles the packet for each Planning & Zoning Commission meeting for delivery on the Friday before the scheduled meeting.
- ⇒ Project Planner prepares any additional materials for presentations and presents the application to the Planning and Zoning Commission.
- ⇒ Project Planner starts maintaining the departmental file for the application.
- ⇒ Project Planner is responsible for tracking the submittal of any revisions by the applicant.
- ⇒ Office Manager prepares and submits the newspaper public notice in accordance with Texas statutes.
- ⇒ Director schedules the application for the City Council with the City Secretary's office.
- ⇒ Project Planner prepares Council Packet Materials for first reading and saves in the public Council folder on the W drive at: W:\Council. (See City Council Packet Materials template)



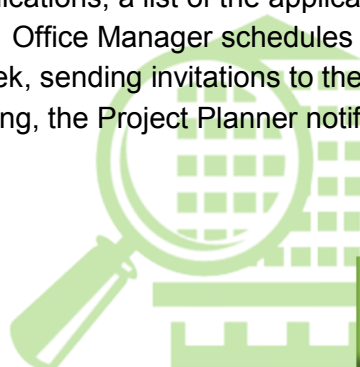
Project Planner is responsible for reminding the applicant of City Council consideration of their application and for providing them a copy of the proposed ordinance and other documents included in the City Council packet.

- ⇒ Project Planner prepares any additional materials for City Council presentation and presents the application at City Council.
- ⇒ Project Planner coordinates any changes to the proposed ordinance after first reading with Legal.
- ⇒ Any additional information or research requested by the City Council during first reading is prepared by the project planner and submitted to the Director prior to inclusion in the City Council packet
- ⇒ Project Planner prepares City Council Packet Materials for second and final reading and saves in the public City Council folder. (See Council Packet Materials template)
- ⇒ Project Planner is responsible for reminding the applicant of City Council consideration of their application and for providing them a copy of the proposed ordinance and other documents included in the City Council packet.
- ⇒ Project Planner ends maintenance of departmental file after the final action is taken by City Council. The project planner is responsible for ensuring the file is complete and contains information relating to the City Council's final action. Project Planner submits the file to the Office Manager for filing.

4. Platting Application Process

- ⇒ Before the beginning of each calendar year, the Senior Planner will provide for the preparation of a calendar reflecting the scheduling of Planning & Zoning Commission meetings and the dates for submission of applications for each such meeting. The calendar will be posted on the City's website and made available for all applicants.
- ⇒ Applications for platting are to be received during the published submission week until 10 a.m. on the Friday of each submission week for the applicable Planning & Zoning Commission meeting.
- ⇒ Office Manager receives application submittals, receives applicable fee payments, and sets up departmental file for application. Planners assist Office Manager in setting up application in permitting software and adjusting fees for the project. The fees are delivered to a Permit Service Representative for deposit and issuance of a receipt. Office Manager maintains this file until item is considered by the Planning and Zoning Commission.
- ⇒ Office Manager prepares a calendar for the review of the applications, a list of the applications, and forwards a copy of the representatives of Planning, Public Works, Engineering and Legal. Office Manager schedules a meeting to review and discuss the applications on the Monday following the Friday of submission week, sending invitations to the representatives of Planning, Public Works, Engineering and Legal. At the conclusion of the review meeting, the Project Planner notifies the applicant of the decision of the review meeting relative to the application.

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Applications are assigned to project planners by the Planning Manager.

- ⇒ Project Planner checks application submittal for completeness.
- ⇒ Project Planner reviews application in accordance with Comprehensive Plan, the City's Strategic Plan, the Zoning and Subdivision Ordinances, the thoroughfare plan, other relevant ordinances, the Administrative Platting Manual and adjacent zoning districts and adjacent uses. Project planner collects comments from the Engineering Division and Fire Marshal for inclusion in draft of the staff memo.
- ⇒ Senior Planner reviews the draft staff memo with the project planner. Project Planner edits the draft staff memo prior to submittal to the Director.
- ⇒ Director reviews the draft staff memo and provides any additional edits. Project Planner finalizes the staff memo for the Director's signature.
- ⇒ Office Manager prepares the agenda for the Planning & Zoning Commission meeting and timely posts the same. The staff memo is added to rest of packet materials for distribution in the packet. Project Planner sends scanned version of signed report and copy of meeting agenda to applicant.
- ⇒ Office Manager assembles the packet for each Planning & Zoning Commission meeting for delivery on the Friday before the scheduled meeting.
- ⇒ Project Planner prepares any additional materials for presentations and presents the application to the Planning and Zoning Commission.
- ⇒ Project Planner is responsible for tracking the submittal of any revisions by the applicant. Project Planner saves all revisions in folder on W drive at: W:\Planning\Plats (Subdivisions)\P&Z Revisions. Project Planner locates/creates new folder and saves revisions in a folder by date received.
- ⇒ Project Planner notifies the Engineering Division and Fire Marshal as applicable when revisions are received. Project Planner notifies applicant of status of revisions within 5 business days.
- ⇒ If a final plat has been fully approved, Project Planner notifies applicant to submit mylar(s) for signature. Project Planner informs Office Manager to contact Commissioner(s) to come to office for signature. Commissioner(s) are typically requested to come to the office on Wednesday of each week for which a mylar has been received. If Wednesday is a meeting date, then mylars are taken to meeting for signature.
- ⇒ Project Planner notifies applicant once mylar(s) have been signed. Project Planner reminds applicant of Final Documents required once mylar has been recorded.
- ⇒ Project Planner receives Final Documents and saves on the W drive at: W:\Planning\Plats (Subdivisions)\Final_Recorded Documents. Project Planner locates/creates new folder.

- ⇒ Project Planner cleans out departmental file of excess materials and provides file and applicable recorded materials to the Office Manager.

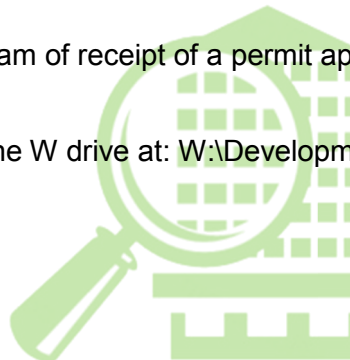
Architectural Design Review Process:

- ⇒ Architectural Design Reviews are required for nonresidential, multifamily and/or condominium projects.
- ⇒ Project Planner receives application submittal, material samples and color elevation, applicable fee payment and sets up electronic file.
- ⇒ Project Planner logs in the application in the Project Log on the W drive at: W:\Development Services\Planning Division\Architectural Design & Building Permit Reviews.
- ⇒ Project Planner creates electronic file for application. Electronic files are also saved on the W drive at: W:\Planning\Building-Fire Permits PDFs\Planning Division Architectural & Building Permit Reviews. Planners create new folder and names folder by address/location of project.
- ⇒ Project Planner creates a new application for the project in MUNIS (see “MUNIS-Application Entry”). Project Planner provides Permit Service Representatives the Permit/Application Number for the project and the payment provided by the applicant.
- ⇒ Project Planner reviews application in accordance with the Zoning and Subdivision Ordinances and the Administrative Platting Manual. Project Planner saves draft report in MUNIS. (See “MUNIS-Plan Review”)
- ⇒ Project Planner notifies Planning Manager of completion of the draft report for review.
- ⇒ Project Planner edits the draft report prior to distribution to applicant.
- ⇒ Project Planner sends PDF of report to applicant within 5 business days, if application for building permit has not been made. If an application for a building permit has been made, Project Planner saves PDF of report in same manner as described in the Building Permit Review Process.

Building Permit Review Process:

- ⇒ Architectural Design Reviews can be done in conjunction with a building permit review. A separate application and separate fee are required.
- ⇒ Permit Service Representatives notify development review team of receipt of a permit application as well as timeframe by which review should be completed.
- ⇒ Project Planner logs in the application in the Project Log on the W drive at: W:\Development Services\Planning Division\Architectural Design & Building Permit Reviews.

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Building Permit, Cont.

- ⇒ Project Planner reviews application in accordance with the Zoning and Subdivision Ordinances and the Administrative Platting Manual. Project Planner saves draft report in MUNIS (see “MUNIS-Plan Review”).
- ⇒ Project Planner notifies Planning Manager of completion of draft report for review.
- ⇒ Project Planner edits the draft report prior to locate folder by project address and saves report Comments – Planning folder saving the final report to the W drive at W:\Development Services\Building-Fire Permits-PDFs\Building Permits-PDFs.
- ⇒ Permit Service Representatives notify development review team of receipt of revisions to a permit application as well as timeframe by which review should be completed. Project Planner completes review in same manner as above.
- ⇒ Upon approval of an application, Permit Service Representatives notify development review team of the Pre-Construction Meeting.
- ⇒ NOTE: ALL PLAT RECORDATION MATERIALS MUST BE PROVIDED TO THE CITY PRIOR TO ANY BUILDING PERMIT BEING ISSUED.

PRE-CONSTRUCTION MEETING:

A Pre-construction meeting is facilitated by the Building Official, Deputy Building Official and/or a building inspector prior to the issuance of permits for construction. Planners may attend this meeting to meet the General Contractor for a project and remind the GC of necessary Planning inspections including mock-wall and final. Project Planner may provide GC with contact information for questions on Planning related items.


Commercial Change of Occupancy Review Process:

- ⇒ Permit Service Representatives will provide a blue folder with a Commercial Change of Occupancy application to change an owner name, business name, or business for an existing building or lease space.
- ⇒ Project Planner logs in the application in the Project Log on the W drive at: W:\Development Services\Planning Division\Commercial Change of Occupancy.
- ⇒ Project Planner reviews application in accordance with the Zoning and Subdivision Ordinances and the Administrative Platting Manual. Project Planner checks MUNIS to ensure correct zoning use district and property description are inputted correctly. If incorrect, items must be updated as this information will print on the applicable permit. Project Planner informs Senior Planner of any incorrect information in the system. See MUNIS (See “MUNIS-Application Entry”).
- ⇒ Project Planner saves report in MUNIS (see “MUNIS-Plan Review”).

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Table 2: Public Notice Hearing Requirements

APPLICATION	PLANNING & ZONING COMMISSION	JOINT (P&Z/CC)	CITY COUNCIL				
<i>Zoning District Amendments [Map Changes]</i> <i>(ZMA/SUP/PD)</i> Requests to change existing zoning district on zoning map to any other zoning district	10-day notice to property owners within 200'	15-day notice in THE SUN	15-day notice in THE SUN				
<i>Zoning Ordinance Text Amendment (ZTA)</i> Text Changes	<table><tr><td>Preliminary Report</td><td>Final Report</td></tr><tr><td>N/A</td><td>15-day notice in THE SUN</td></tr></table>	Preliminary Report	Final Report	N/A	15-day notice in THE SUN	15-day notice in THE SUN	15-day notice in THE SUN
Preliminary Report	Final Report						
N/A	15-day notice in THE SUN						
<i>Partial Replat of Residential Subdivision</i> (e.g. lot size reduction)	10-day notice to property owners in same section and within 200' 15-day notice in THE SUN	N/A	N/A				
<i>Subdivision Ordinance Text Amendment (*)</i> Text Changes [*Amendments to the Subdivision Ordinance are not initiated by applications but by City Staff, as need.]	3-day notice at City Hall	3-day notice at City Hall	3-day notice at City Hall				
<i>Subdivision Ordinance Variance</i> Requests to deviate from Subdivision Ordinance standards.	3-day notice at City Hall	N/A	N/A				
<i>Comprehensive Plan Amendment</i> (e.g., adopt or revise Land Use Plan, Major Thoroughfare Plan, Trail Plan or a part of the Comprehensive Plan)	3-day notice at City Hall	3-day notice at City Hall	3-day notice at City Hall				
PD=Planned Development. SUP=Specific Use Permit. ZMA=Zoning Map Amendment. ZTA=Zoning Text Amendment							



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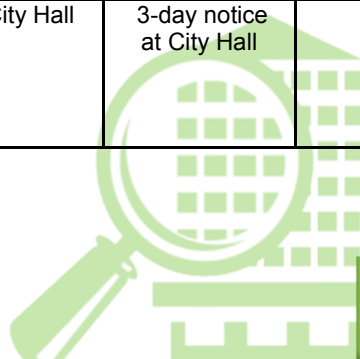


Table 3: Appeals Notice Hearing Requirements

APPLICATION	BOARD OF ADJUSTMENT
<i>Zoning Ordinance Variance</i>	10-day notice to property owners within 200' [Required by BOA rules of procedure but not by state law (3-day notice only).]
<i>Appeal of Interpretation of Zoning Ordinance Regulations</i>	10-day notice in THE SUN prior to hearing [Required by BOA rules of procedures but not by state law (3-day notice only).]
APPLICATION	CONSTRUCTION BOARD OF ADJUSTMENT
<i>Building Code Variance</i>	3-day notice at City Hall

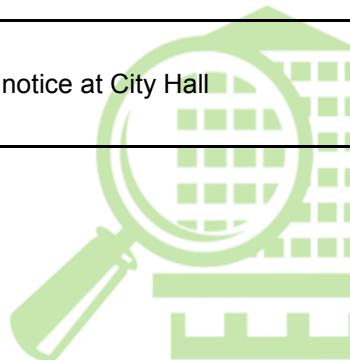
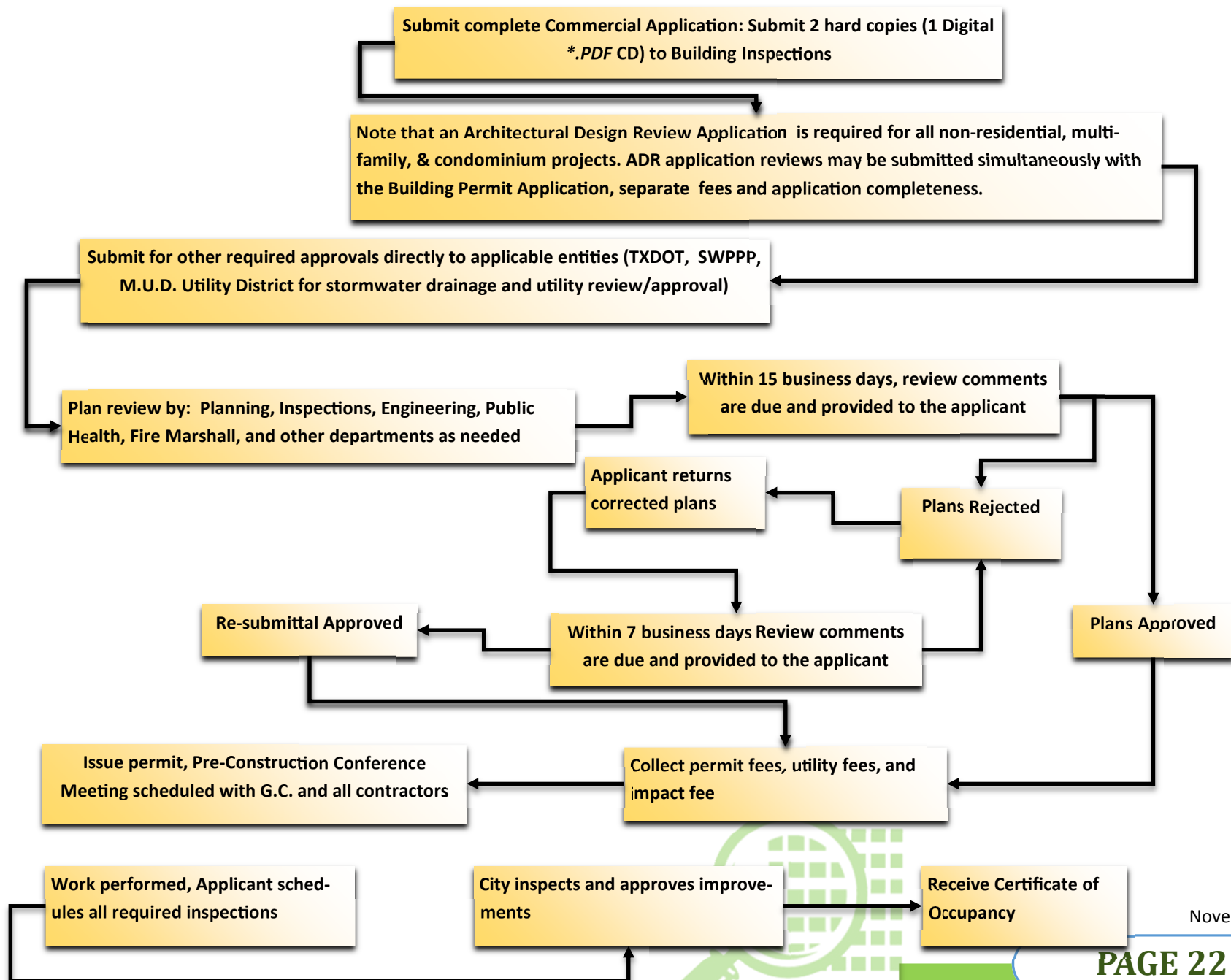


Fig. 1.4: Commercial Permit Flow Chart



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COMMERCIAL BUILDING PERMITS

a. Introduction

The City of Missouri City has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the city staff can monitor growth and construction. Permits also allow the City to insure that commercial establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Missouri City. Permits may be easily obtained by following the guidelines in the attached sections, commercial or residential, and submitting the required information to the Permit Department, which is the only stop required for most permits.

b. Approval Process

1. **Pre-Development Meetings** Pre-Development meetings provide a valuable opportunity to discuss your project with various City of Missouri City department representatives. The meetings are typically held every Wednesday morning at 9:00 AM, 10:00 AM, and 11:00 AM. For more information regarding these meetings, please refer to Chapter 3 – Pre- Development Meetings.
2. **General Contractor Requirements** Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability. The certificate must list the City of Missouri City as the certificate holder.
3. **Codes Adopted by our City** Building, plumbing, and mechanical codes are regulated by the 2015 International Codes with amendments for the building, plumbing, and fuel and gas codes. Electrical installations shall comply with the 2014 National Electrical Code (NEC) with City amendments, and 2015 IECC Energy Code.

The 2015 edition of the International Fire Code and Appendices B, C, D, E, F, and G

Zoning Ordinance

Subdivision **Administrative Platting Manual**

Engineering Design Criteria Manual

Traffic Management Plan

O-15-19 Design Manual Ordinance

Public Infrastructure Design Manual

Permit Review Time: The review cycle for building permits and resubmittals are available on the City's website. Commercial Reviews typically are reviewed within 15 working days; and, seven (7) working days after subsequent resubmittals are officially accepted. Architectural Design Review is a separate application submission and may factor in an additional commercial review period.



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Commercial Permit Application

A. Building

Less than \$1,000	No fee, unless an inspection is required, in which case a \$15.00 fee for each inspection shall be charged.
\$1,000 to \$49,999.99	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$49,999.99
\$ 50,000.00 to \$99,999.99	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$99,999.99
\$100,000 to \$499,999.99	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof to and including \$499,999.99
\$ 500,000 and Up	\$1600.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.

B. Moving Fee For the moving of any building or structure, the fee shall be \$100.00.

C. Demolition Fee: For the moving of any building or structure, the fee shall be \$50.00 0 up to 100,000 cu ft \$.50 100,000 cu ft and over per 1,000 cu. Ft.

D. Plan-checking fee:

When a plan review is required to be submitted by 103.2, a plan-checking fee shall be paid to the building official at the time of submitting plans and specifications for plan checking. A plan-checking fee shall be equal to one-half of the required building permit fee as set forth in 103.7.4. Such plan-checking fee is in addition to the building permit fee.

E. Penalties

Where work for which a permit is required by this Code is started or proceeded prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

Architectural Design Review Application

(FOR NON-RESIDENTIAL, MULTI-FAMILY & CONDOMINIUM PROJECTS) NOTE: INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

Plans must be submitted at an engineering or architectural scale in electronic (PDF) and paper (24" x 36") formats.

At a minimum, one of each of the following items must be included with this application: **1. Color elevations for all sides of the building** –Indicating all exterior materials and their colors, by either calling the materials and colors out with arrows or in a legend. If more than one building is proposed, all sides of all buildings must be included. **2. Samples of all proposed exterior materials and colors** – Submitted on a board or loose. The name of the project, the type of material, the material’s official name and the color’s official name must be included. **3. Architectural Design Review Application Form including fee** – Completely filled out. Checks should be made payable to the City of Missouri City.

FEES:

First Building: \$0.05 x _____ (Site Sq. Ft.) = \$_____ The fee calculation is figured by the total SITE sq. ft. which is the total square footage of the entire site, not just the square footage of the building.

MINIMUM FEE \$ 500.00 MAXIMUM FEE \$1,500.00

Additional Buildings (Attach additional sheets if needed): \$0.05 x _____ (Bldg. Sq. Ft.) = \$_____ \$0.05 x _____ (Bldg. Sq. Ft.) = \$_____

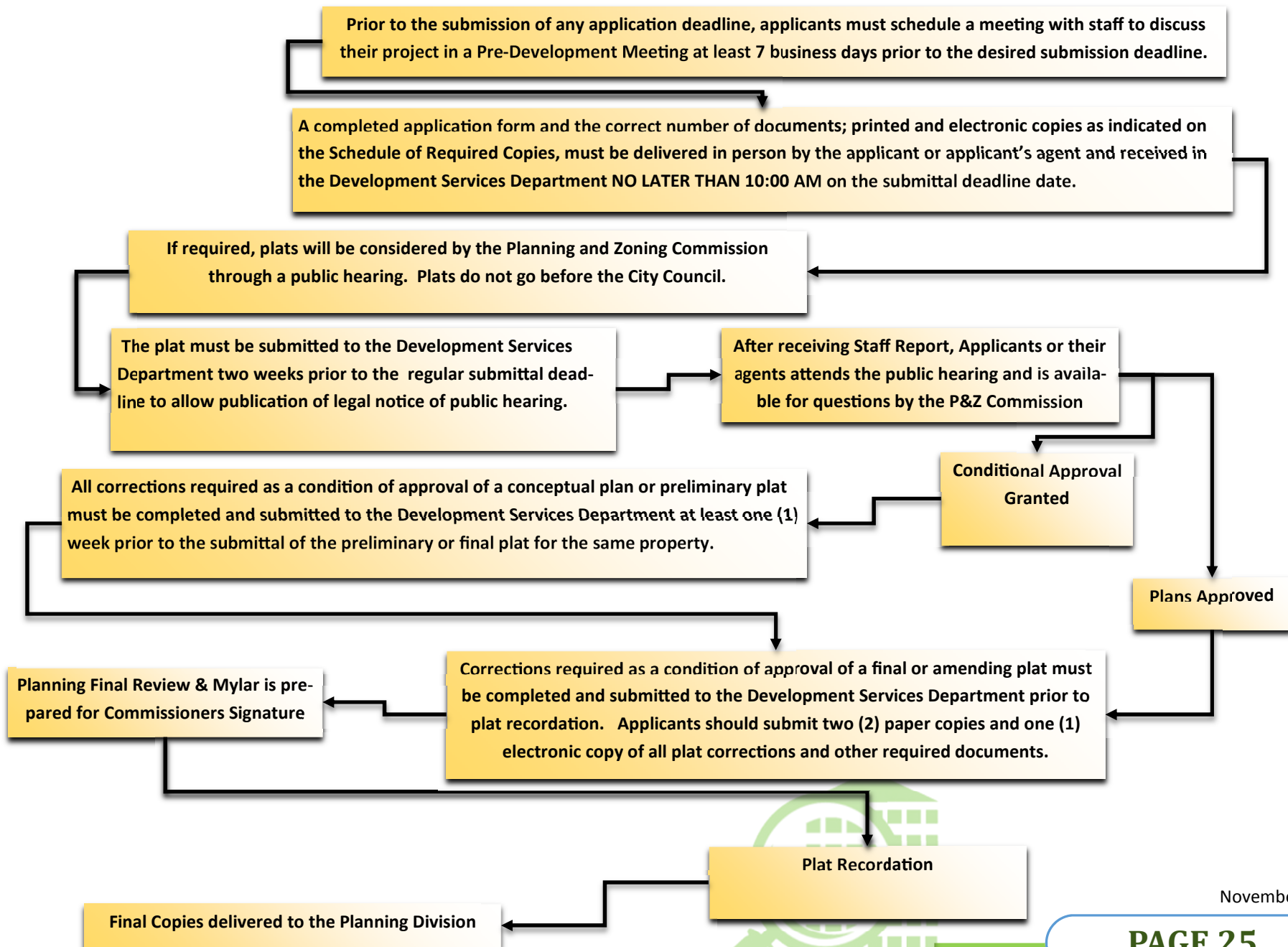
MAXIMUM FEE \$200.00

Resubmittal (In conjunction with a building permit application): \$200.00



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Fig. 1.5: Preliminary Subdivision Plat- Flow Chart



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Subdivision Ordinance, Standards & Procedures

The Subdivision Ordinance outlines the standards and procedures applicable to the subdivision (platting) of land in Missouri City. It establishes requirements for site design, streets, utilities, and drainage and procedures for dedicating land for streets, parkland, or other public purposes.

Plat Types

Depending on the type of subdivision of land being contemplated, the following subdivision plat options are available:

- Abbreviated Plat
- Amending Plat
- Conceptual Plan
- Final Plat
- Large Acreage Plat
- Preliminary Plat
- Replat

Plat Submission

All plans, plats, and applications filed with the City of Missouri City shall be submitted in accordance with the Platting Manual. Failure to submit any information or document required by this Platting Manual may result in an incomplete application and the denial of the application. The Plat Submittal Packet contains the application forms, submittal requirements, and processes for each plat type.

Contact Information

If you have questions, please contact Jennifer Thomas at 281.403.8547.

1. Conceptual Plans.

Form and contents. A conceptual plan submitted for approval by the commission shall be in the form and contain the information required in this subsection. An application should be prepared and submitted on the form approved by the city and on file in the office of the director of planning. Multiple copies of the application and plan shall be provided in accordance with the schedule of required copies. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

- (1) The proposed name of the subdivision or development shall be indicated.
- (2) The name of the owner of the property and the subdivider shall be indicated.
 - (3) The name of the registered professional engineer and/or registered surveyor responsible for the survey and the design shall be indicated.
- (4) The date on which the conceptual plan was drawn shall be indicated.
- (5) The plan shall be oriented with north at the top of the page, and a north point (true or magnetic) shall be provided in the upper righthand corner of the page. (6) The total acreage shall be indicated.
- (7) The plan must be on 24-inch by 36-inch paper prints, unless otherwise approved by the director of planning, which shall be folded to eight and one-half inches by 14 inches, with the title block visible.
- (8) The scale should be one inch equals 200 feet. However, smaller scales may be approved upon request.
- (9) A scale vicinity map shall be provided indicating the general location of the subdivision and depicting major streets, subdivisions, watercourses and other significant physical features within one-half mile of the boundaries of the subdivision area. The scale vicinity map shall be oriented with north at the top of the page.
- (10) The boundaries of the total acreage of the subdivision and the boundaries of the proposed land uses of the subdivision shall be indicated.
- (11) The names of adjacent subdivisions and/or landowners of adjacent undivided tracts shall be provided on the plan.

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(12) The plan shall indicate the proposed land uses and population densities, including streets and drainage layout (on- and off-site drainage), preliminary drainage layout, and the location of schools, parks and other proposed public or private facilities. Typical lot sizes shall also be provided.

(13) The plan shall provide topographic information indicating the directions of surface water flow.

2. Preliminary Plats.

A. Copies required.

The applicant for preliminary plat approval must provide the number of copies required according to the schedule of required copies. Each shall be on 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to eight and one-half inches by 14 inches. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

B. Encumbrances information.

All preliminary plats must be accompanied with a statement or certificate, in separate writing, executed by the applicant or the person who prepared the plat, which certifies that all existing easements, rights-of-way, fee strips and significant topographical features on the land being platted are fully shown and accurately identified on the face of the plat, and further stating whether the plat being submitted includes all of the contiguous land which the subdivider owns directly or indirectly, or has a legal or beneficial interest in, or whether the subdivider owns or has a legal interest in any adjacent property. Multiple copies of the statement or certificate shall be provided in accordance with schedule of required copies.

C. Notice to utilities.

An acknowledgment that notice of the subdivision was provided to all utility companies, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain the statement of the intent to subdivide, and the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat which is filed with the city. Multiple copies of the acknowledgment shall be provided in accordance with the

schedule of required copies.

D. Form and contents.

All preliminary plats submitted to the commission must be in the form and contain the information and/or language required in this section and shall not be in recordable form.

Simultaneous with submission of the application for a preliminary plat, the applicant shall submit a Traffic Impact Analysis as required by Infrastructure Design Manual, adopted by Chapter 46, Missouri City Code.

PLATTING AND SUBDIVISIONS

Introduction Platting or subdivision of property within the City of Missouri City is governed by the City of Missouri City Unified Development Code and the Texas Local Government Code Chapter 212. The term subdivision means the division of any lot, tract, or parcel of land into two or more parts. This definition also includes the re-subdivision of land or lots, which are part of a previously platted and recorded subdivision. The Subdivision Regulations are intended to promote the orderly development of the City and to secure adequate provisions for transportation, drainage, water, sewer, and other facilities. The Ordinance applies to all property within the corporate limits of the City of Missouri City as well as areas outside of the corporate limits of the City, but within the extraterritorial jurisdiction (ETJ) of the City. Any subdivision of land within the ETJ of the City of Missouri City shall be processed through the normal platting processes. The Texas Local Government Code gives cities the authority to enforce their subdivision regulations within their ETJ, which is a means of ensuring that cities will not have to assume maintenance responsibilities for substandard infrastructure (streets, utilities, drainage) upon future annexation. Plats are submitted to Staff for review, and then either processed by Planning Department staff, or sent to the Planning and Zoning Commission for their review and approval, based on the type of plat and the State Statutes and Regulations regarding subdivision platting.

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Plat types:

Preliminary subdivision plat

- Final subdivision plat
- Final Development Plat
- Master Plat
- Amending Plat
- Minor Plat
- Replat

3. Final Plats.

A. Copies required.

The applicant for final plat approval must provide the number of copies required according to the schedule of required copies. Each shall be on 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to eight and one-half inches by 14 inches. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

B. Notice to utilities.

An acknowledgment that notice of the subdivision was provided to all utility companies, whether public or private, shall accompany each application for final plat approval. Multiple copies of such document shall be provided in accordance with the schedule of required copies. Such notice shall contain the statement of intent to subdivide, and the intended use of the property within the subdivision, and shall have attached to such notice a copy of the final plat which is filed with the city.

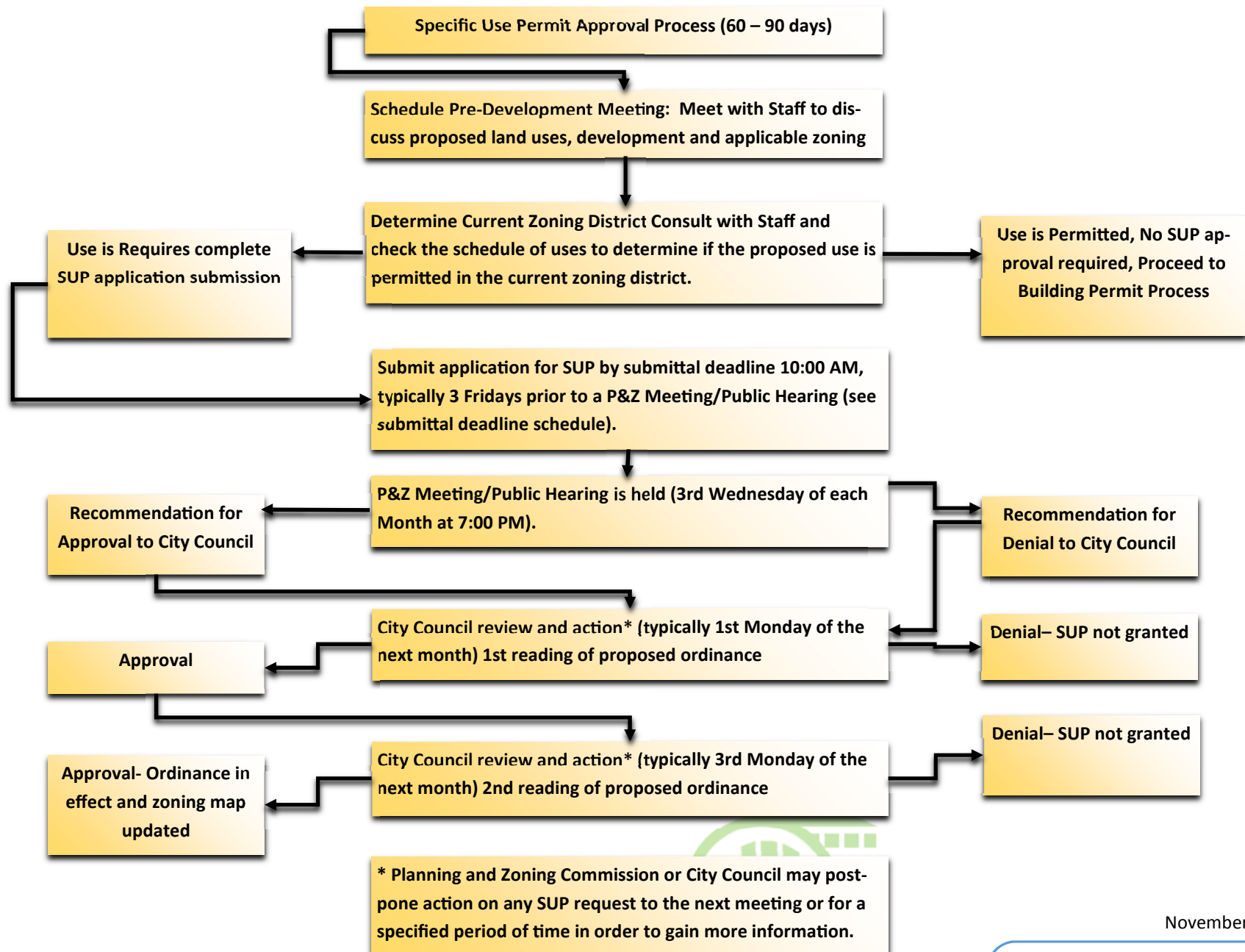
C. Form and contents.

All final plats shall incorporate all the provisions relating to preliminary plats above, except (13), (15), (18), (19), (20) and (21), and, where appropriate, reflect any conditions or requirements for final approval previously imposed by the commission, together with the following additional requirements:



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Fig. 1.6: Specific Use Permit- Flow Chart



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Specific Use Permits

A specific use permit is an amendment to the district regulations of the zoning ordinance and permits the permanent or temporary establishment of a specific use within a zoning district.

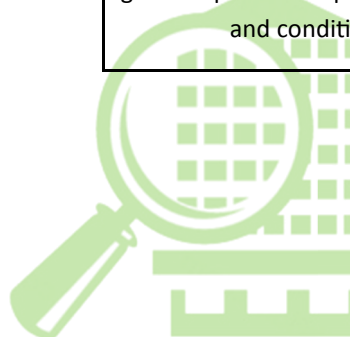
The director of development services shall not issue a certificate of zoning compliance for such uses that are hereafter created, changed, converted or enlarged, either wholly or in part, until a specific use permit has been obtained in accordance with the amendment procedures set forth in section 19 hereof.

Application for a specific use permit shall be made by the property owner or certified agent thereof to the planning and zoning commission on forms prescribed for this purpose by the city council. Such application shall be accompanied by a plan as set forth in section 15 hereof. Specific use permits, revocable, conditional or valid for a term period may be issued for any of the uses or purposes for which such permits are required or permitted by the terms of this ordinance. Granting a specific use permit does not exempt the applicant from complying with the requirements of the building code or other ordinances of the city.

In considering any application for a specific use permit, the planning and zoning commission shall give due regard to the nature and condition of all adjacent uses and structures. The planning and zoning commission may recommend disapproval of an application for a specific use permit or approval subject to such requirements and conditions with respect to location, construction, maintenance and operation, in addition to the regulations of the district in which the particular use is located, as they may deem necessary for the protection of adjacent properties and public interest.

Use	District Requiring a Specific Use Permit
Cemetery or mausoleum	All
Christmas tree lots and sales	All except LC-4 and I
Credit access businesses	LC-3, LC-4, BP, and I
Gas, electric, public utility regulator stations; above-ground water and sewer facilities and pipelines. (See section 15C, development utilities, for requirements and exceptions)	All
Golf course, but not including commercial golf games or amusements	All
Greenhouses (for commercial nursery materials, sales, and plant propagation and growing)	All except LC-4 and I
Institution, correctional, detention, penal, or for use of insane, alcoholic, narcotic, or other substance-abuse patients	All
Institution, other than an institution that qualifies as a child care facility, for children; elderly persons; mentally-impaired persons; or physically-impaired persons	All
Model home sales office site. If such use is not otherwise authorized by section 9.9 hereof, the city council may grant a specific use permit for such use, under the terms and conditions it deems appropriate	SD, R, R-1, R-1-A, R-2, R-3, R-4, R-5, R-6, MF-1, MF-2, MH

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Use	District Requiring a Specific Use Per- mit
Mortuaries, funeral homes and undertakers	All
Oil wells and related structures, mining, including exploration for or production of gas or oil	All
Outdoor commercial amusement enterprises for permanent, temporary, or seasonal periods	All
Places of assembly, including educational, cultural, religious, recreational, civic, social, fraternal, and similar organizational facilities	All
Public library or museum	All except LC -O
Quarry, mine, sand and mineral extraction**	All
Riding stable, horse tract	All except I
Salvage or junk yard	All
Sanitarium	All
Sanitary landfill	All
Temporary construction equipment yard	All except LC -4 and I
Towers, including radio, microwave, telecommunications, transmissions sites. (See also section 15B, towers, for requirements and exceptions)	All



Inspections Voice Permits Line

281-403-4390

Schedule Inspections, Cancel Inspections & Retrieve Inspection Results

24 Hours a Day – 7 Days a Week

You will be prompted through the entire process, Press [*] at any time for more information.

Before Calling, You Will Need the Following:

A Site-Specific Permit #

An Inspection Code (choose from the codes listed)

Choose From the Following Options:

Press (1) Schedule an Inspection

Press (2) Cancel an Inspection

Press (3) Obtain Inspection Results

Press (4) Check Plan Review Status

Press (5) Repeat Main Menu

Press (#) Disconnect and Hang Up

Press (*) Additional Information

Schedule an Inspection:

1. Press (1)
2. Enter the Permit Type
3. Enter the Permit # The system will confirm this permit by speaking the site address.
4. Enter the Inspection Code from the list
5. Enter the Inspection Date

The cut-off time is 7:00 AM for an inspection on the same day.

After you have scheduled the inspection, you will be able to:

- Request another inspection, same permit
- Request another inspection, different permit
- Get a Confirmation # and hang up (Use this confirmation # when inquiring about this telephone request)
- Return Main Menu

Cancel an Inspection:

1. Press (2)
2. Enter the Permit Access Code
3. Enter the Permit/Application #
4. Enter the Inspection Code (from the codes listed)

After you have cancelled this inspection you able to:

- Cancel another inspection, same permit
- Cancel another inspection, different permit
- Get Confirmation # and hang up. (Use this confirmation # when inquiring about this telephone request.)
- Return to the main menu.

Obtain Inspection Results:

1. Press (3)
2. Enter the Permit Type
3. Enter Permit #
4. Enter the Inspection Code (from the codes listed)

After you have listened to the inspection results, you will be able to:

- Listen to more results, same permit
- Listen to more results, different permit
- Get a confirmation number and hang up
- Return to Main Menu



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STAFF DIRECTORY

Otis T. Spriggs, AICP,

Director of Development Services

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Planning Manager, Development Services Department, Planning Division

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Kirk Allen, Chief Building Official,

Building Inspections, Development Services Department

Ph.: 281.403.8556 Email: kallen@missouricitytx.gov

Deputy Building Code Official, TBA

Building Inspections, Development Services Department

Ph.: 281.403.8552 Email: XXX@missouricitytx.gov

PSR

DEVELOPMENTSERVICES-PSR@missouricitytx.gov

Inspections Request Lines

Commercial - 281.403.8551

Residential - 281.403.4390

Voice Permit Line information

Shashi Kris Kumar, P.E., CFM

Director of Public Works/City Engineer

Ph.: 281.403.8579 Email: Shashi.kumar@missouricitytx.gov

Jennifer Hobbs, P.E., CFM

Assistant City Engineer

Ph.: 281.403.8685 Email: Jennifer.hobbs@missouricitytx.gov

Eugene Campbell, Fire Chief

3849 Cartwright Rd., Missouri City TX 77489

Ph.: 281.403.4300 Email: eugene.campbell@missouricitytx.gov

Matt Rios, Fire Marshal

3849 Cartwright Rd., Missouri City TX 77489

Ph.: 281.403.4309 Email: mrios@missouricitytx.gov



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Contacts, cont.

Gas Service

Centerpoint Energy: 713-659-2111 - All subdivisions except Lake Colony

Centerpoint Energy (Rosenberg): 281-342-6665 - Lake Colony subdivision

SiEnergy: 281-778-6250 - Sienna and Riverstone Subdivisions

Phone Service

Verizon: 1-800-483-4400

AT&T (Digital Services also available)

AT&T en Español

Residential: 1-800-464-7928

Commercial: 1-800-499-7928

Vonage: 1-888-218-9015

Cable TV

Comcast: 713-462-9000 or 1-800-COMCAST

AT&T U-verse: Video Digital Services: 1-866-921-4482

Exede: Satellite Internet 855-627-2553

Water

Water for residents is provided by the following entities:

Municipal Utility Districts (MUDs) Operators with subdivisions they serve

Municipal District Services: 281-290-6500 406 Grand Parkway South, Ste 260 Katy, TX 77494

Creekmont North

First Colony*

Heritage Colony*

Lake Colony*

Lexington Colony*

Olympia Estates

Oyster Creek Plantation*

Plantation Creek*

Plantation Park*

Plantation Settlement*

Plantation Trails*

Sedona Creek

Vicksburg

*As of 5/1/2015 these subdivisions are no longer operated by QVUD.

Si Environmental: Customer Service & Billing -832-490-1600 / Emergency Line - 832-490-1601 6420 Reading Road Rosenberg, TX 77471

Colony Lakes

Elkins High School

Hunters Glen

Hunters Park

Hunters Point Estates

Riverstone

Sienna Plantation

Fort Bend WCID #2: 281-499-1031 2331 S. Main Stafford, TX

Bolton Estates

Camden Park Townhomes

Craven Village

Crestmont Place

Ernest Craven

Fifth Avenue Estates

Garden Park Village

Glen Park

Hunters Green

M M Brown

Knanaya Homes

Springfield Apts

Villa Carre Apts

Missouri City Town Site

Pamela Lane

Parkway Trails

Pine Meadow

Woodland West

Harris County WCID (Fondren Road): 281-499-5539 handled by Quail Valley Utility District 3134 Cartwright Road Missouri City, TX 77459

Fondren Park

South Main Gardens



Know what's below.
Call before you dig.

Or dial 1-800-344-8377

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Contacts, cont.

Quail Valley Utility District: 281-499-5539

Bradford Village	Park Lake Townhomes	LaQuinta
Brightwater	Lexington Square	Lexington Grove
Creekmont	Lexington Place	Park View Village
El Dorado	Lexington Point	Pearl Pointe
The Enclave	Lexington Settlement	Pebble Beach
Estates of Waterford	Manors at Silver Ridge	The Peninsulas
Glenn Lakes	Meadowcreek	Quail Green
Hometowne	Oyster Creek Place	Quail Green South
Lake Olympia	Oyster Creek Village	Quail Green West
Lake Shore Harbour	Palmer Plantation	Quail Valley
Quail Valley East	Quail Valley North	Quail Valley Patio Homes
Quail Valley Townhouses	Quail Valley Apts	Quail Village Townhomes I & II
Thunderbird	Thunderbird North	Thunderbird Patio Homes
Thunderbird West	Waterford Park	Waterford Village
The Woods of Quail Valley		

Severn Trent Environmental: 281-579-4500 P.O. Box 218025 Houston, TX - 77218

Colony Crossing	Fondren Grove	Fonmeadow
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Solid Waste Collection

Currently, Missouri City’s solid waste collection contract with WCA Waste Corp. covers most of the area homes. Any neighborhoods developed after 2007 are required to be on the City’s contract but older neighborhoods had the option to choose their own service. For more information, please visit the City's Solid Waste Municipal Program page.



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Development Review Handbook

